

# Notification of Changes to Statutory Holiday Policy

Date: [Insert Date]

Dear [Employee Name/Team],

We are writing to inform you about important changes to our statutory holiday policy that will take effect on [effective date]. These changes are aimed at enhancing our workplace culture and ensuring compliance with current regulations.

Key changes include:

- Adjustment of public holiday dates recognized by the company.
- Modified eligibility criteria for employees to receive holiday pay.
- New procedures for requesting time off during statutory holidays.

We encourage you to review the updated policy document attached to this letter for detailed information on the changes.

If you have any questions or concerns, please do not hesitate to reach out to [HR contact name or department] at [contact information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]